

F.No. 9/1/2014/Vig./25  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Directorate General of Foreign Trade  
(Vigilance Section)

Udyog Bhavan, New Delhi  
Dated: 27.01.2015

CIRCULAR

Subject: The Lokpal and Lokayktas Act, 2013 – Submission of declaration of assets and liabilities by the public servants for each year and placing the same in public domain on the websites of the Ministries/ Departments.

Please refer to the Circular dated 09.09.2014 on the above mentioned subject.

2. In this regard, it may be noted that now the Government has conveyed vide its OM dated 07.01.2015, 13.01.2015 & 16.01.2015 that the last date for filing of revised returns by public servants under the rules has been extended from 31<sup>st</sup> December, 2014 to 30<sup>th</sup> April, 2015. It has further been stated that all Government Servants may be directed as follows :

- (i) The annual Immovable Property Return, as on 31.12.2014, under existing CCS (Conduct) Rules, 1964 is required to be filed on or before 31.01.2015. A separate Circular No. 11/5/2002/Vig. dated 16.01.2015 has already been issued to all RAs & Officers in DGFT (Hqrs.) on this subject.
- (ii) The first return under the Lokpal Act (as on 01.08.2014) should be filed on or before 30.04.2015 and
- (iii) The next annual return under the Lokpal Act, for the year ending 31.03.2015 should be filed on or before 31.07.2015.

3. The formats for submission of statements regarding movable properties (Form-II) and for submission of statements regarding debts and liabilities (Form-IV) under the said rules have been revised and the same are also available on the website of DoP&T at the following link : <http://persmin.nic.in/DOPT.asp>.

4. It may also be noted that the onus for timely submission of declaration lies on the concerned officer(s)/official(s) and any default in this regard will be at his/ her own risk.

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To

1. PPS to DG
2. PS to all Addl. DGs
3. All Group 'A', Group 'B' & Group 'C' Officers/officials at Headquarters of DGFT with the request to ensure necessary compliance.
4. All Heads of Zonal/ Regional Officers of DGFT. The contents of this circular may be conveyed to all Group 'A', Group 'B' and Group 'C' officers/officials working under their control.
5. HRD-II and HRD-III Sections are requested to bring the contents of this circular to the knowledge of all the Group 'B' and Group 'C' officials in Headquarters of DGFT especially those who are on the strength of DGFT Headquarter but are not specifically attached to any of the sections of the Headquarters.
6. Section Incharge/ FTDOs in DGFT are requested to bring the revised schedule to the knowledge of all the officials working under their control (Group 'B' and 'C' officials of their respective Section(s)).
7. EDI Section, DGFT HQ is requested to upload the circular on the website of this Organization.

APPENDIX-I[Rule3(1)]

**Return of Assets and Liabilities on First Appointment or as on the 1<sup>st</sup> August, 2014/31<sup>st</sup> March 20.....\***  
 (Under Sec.44 of the Lokpal and Lokayuktas Act, 2013)

1. Name of the Public servant in full .....  
 (in block letters)
2. (a) Present public position held .....  
 (Designation, name and address .....  
 of organization) .....
- (b) Service to which belongs .....  
 (if applicable)

**Declaration:**

I hereby declare that the return enclosed namely, Forms I to IV are complete, true and correct to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of section 44 of the Lokpal and Lokayuktas Act, 2013.

Date .....

Signature .....

\*--In case of first appointment please indicate date of appointment.

Note 1: This return shall contain particulars of all assets and liabilities of the public servant either in his/her own name or in the name of any other person. The return should include details in respect of assets/liabilities of spouse and dependent children as provided in Section 44(2) of the Lokpal and Lokayuktas Act, 2013.

(Section 44(2): A public servant shall, within a period of thirty days from the date on which he makes and subscribes an oath or affirmation to enter upon his office, furnish to the competent authority the information relating to –

- (a) The assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries;  
 (b) His liabilities and that of his spouse and his dependent children.)

Note 2: If a public servant is a member of Hindu Undivided Family with co-parcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No.III the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added wherever necessary.

Note 3: "dependent children" means sons and daughters who have no separate means of earning and are wholly dependent on the public servant for their livelihood. (Explanation below Section 44(3) of Lokpal and Lokayuktas Act, 2013

FORM No.1

Details of Public Servant, his/her spouse and dependent children

S.No.	Name	Public Position held, if any	Whether return being filed by him/her, separately
1	Self		
2	Spouse		
3	Dependent-1		
4	Dependent-2		
5	Dependent-3		

Add more rows, if necessary.

Date \_\_\_\_\_

Signature \_\_\_\_\_

FORM No.II

Statement of movable property on first appointment or as on 1.8.2014/31st March 20....

( Use separate sheets for self, spouse and each dependent child )

Name of public servant/spouse/dependent child: \_\_\_\_\_

S.No	Description	Remarks, if any
(i)*	Cash in Bank Balance	
(ii)*	Insurance (Premia paid)	
	Fixed/Recurring Deposit(s)	
	Shares/Bonds	
	Mutual Fund(s)	
	Pension Scheme/Provident Fund	
	Other investments, if any	
(iii)	Personal loans/ advance given to any person or entity including Firm, Company, Trust, etc and other receivables from debtors and the amount (exceeding two months basic pay or Rupees One lakh as the case may be)	
(iv)	Motor Vehicles (Details of Make/registration number / year of purchase and amount paid)	
(v)	Jewellery (Give details of approximate weight (plus or minus 10 gms in respect of gold and precious stones, plus or minus 100 gms in respect of silver))	
	Gold	
	Silver	
	Precious metals and precious stones	
	Composite items (Indicate approximate value)***	
(vi)	Any other assets (Give details of movable assets not covered in (i) to (v) above)	
	(a) Furniture	
	(b) Fixtures	
	(c) Antiques	
	(d) Paintings	
	(e) Electronic equipments	
	(f) Others	
	[Indicate the details of an asset, only if the total current value of any particular asset in any particular category (e.g. furniture, fixtures, electronic equipments, etc.) exceeding two months basic pay or Rs 1.00 lakhs, as the case may be]	

Date \_\_\_\_\_

Signature .....

\* Details of deposits in the foreign Bank(s) to be given separately.

\*\* Investments above Rs. 2 lakhs to be reported individually. Investments below Rs. 2 lakhs may be reported together.

\*\*\* Value indicated in the first return need not be revised in subsequent returns as long as no new composite item had been acquired or no existing items had been disposed of, during the relevant year.

FORM No. III

**Statement of immovable property on first appointment or as on the 1st August, 2014/ 31st March 20.....**  
(e.g. Lands, House, Shops, Other Buildings, etc.)

Sl. No.	Description of Property (Land/House/Flat/Shop/Industrial etc.)	[ Held by Public Servant, his/her spouse and dependent children ]											Remarks
		Precise location (Name of District, Division, Taluk and Village in which the property is situated and also in distinctive number, etc.)	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in name of public servant, name held and his/her relationship, if any to the public servant	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/ persons from whom acquired (address and connection of the Government servant, if any, with the person/persons concerned) (Please see Note 1 below) and cost of acquisition.	Present value of the Property (If exact value not known, approx value may be indicated)	Total annual income from the Property.			
1	2	3	4	5	6	7	8	9	10	11	12		

Date : \_\_\_\_\_

Signature \_\_\_\_\_

Note 1: For purpose of Column 9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Government servant, such a lease should be shown in this Column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.

FORM No.IV

Statement of Debts and Other Liabilities on first appointment or as on 1.8.2014/31st March 20....

S.No.	Debtor (Self/Spouse or Dependent Children)	Name and Address of Creditor	Nature of debt/liability and amount	Remarks
1	2	4	5	7

Date \_\_\_\_\_

Signature \_\_\_\_\_

Note 1: Individual items of loans not exceeding two months basic pay (where applicable) and Rs.1.00 lakh in other cases need not be included.

Note 2: The statement should include various loans and advances (exceeding the value in Note 1) taken from banks, companies, financial institutions, Central/State Government and from individuals."